

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications for Account Clerk Series

This position is part of a series that includes a number of levels. Employees are appointed to the entry level and are eligible to advance to the higher levels consistent with this job description and Trial Court policies.

All Applications must be received by:

SUMMARY OF SERIES:

This series is responsible for performing a variety of duties related to the performance of accounting and bookkeeping functions within an office of a Clerk-Magistrate, a Register of Probate or an equivalent office. Work involves overseeing the collection of monies and checks, processing disbursements, daily and monthly posting, maintaining trial balances, and maintaining and balancing court bank accounts. The position title above the entry level requires more knowledge of accounting procedures, court operations and the exercise of more independent judgement. Employees are hired at the entry level and are eligible for reclassification to the higher level position title consistent with the specifications for the higher level position title. The position title reverts back to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Account Clerk I - This is the entry level position title within this series. Employees at this level are expected to perform a variety of duties which involve basic accounting and bookkeeping principles, including overseeing monies collected, posting to accounts and coordinating deposit activities. Employees are also expected to perform case processing duties as necessary.

Account Clerk II - This is the second level position title within this series. Employees at this second level are expected to be cross trained to perform administrative duties in the areas of budget, payroll, and procurement. Employees at this level must have comprehensive training in all accounting and bookkeeping functions and procedures within a particular office of a court division, and training in the administrative functions. Employees are also expected to perform more advanced case processing duties as necessary.

MAJOR DUTIES:

Account Clerk I Duties:

Reconciles all revenues collected on a daily basis. Checks balances against accounting receipt records.

Posts accounting data by hand or by computer data entry in the cash journal on a daily basis.
Maintains trial balance.

Prepares bank account deposit documents and confirms deposit totals. May make bank account deposits.

Coordinates witness and jury fee process.

Coordinates the accounting of bail money, including recording money received, returned or forfeited.

Maintains bank accounts related to civil and criminal matters.

Completes end of the month closing process and disburses revenues and other funds to the appropriate entities.

Reconciles revenue reports on a monthly basis.

Prepares financial reports such as revenue summaries, revenue transmittal sheets, trial balance reports, and bank account reconciliation forms.

Maintains and serves as point of contact with the Administrative Offices concerning accounting issues.

Performs case processing duties in addition to performing accounting duties as required.

Answers incoming calls and provides routine information in response to inquiries.

Interacts with and assists attorneys, litigants, law enforcement personnel, court staff, and the general public. This includes responding to routine requests for information and assistance from the public regarding accounting and/or case processing issues.

Performs related duties as required.

Account Clerk II Additional Duties:

Assists in the maintenance and preparation of local internal controls.

Cross trained to provide assistance as necessary in the areas of payroll, procurement, expenditure of funds, and budget preparation.

Performs more advanced case processing duties in addition to performing accounting duties.

Performs all of the duties of the lower level within this series as required.

POSITION REQUIREMENTS:

Account Clerk I Requirements:

Graduation from high school and six years of bookkeeping and clerical experience, or an equivalent combination of education and experience.

Knowledge of basic accounting and bookkeeping procedures.

General knowledge of and ability to use personal computers and word processing software preferred.

Ability to use a calculator, perform basic arithmetic, and perform routine computer data entry

Ability to serve the public and others with court business in a courteous and professional manner.

Ability to learn the procedures and functions of the office to which position is assigned.

Ability to understand and follow verbal and written instructions.

Ability to establish and maintain effective working relationships with court staff.

Account Clerk II Additional Requirements:

A minimum of two years of experience as an Account Clerk I.

Considerable knowledge of the full range of cashiering, bookkeeping, and accounting duties of the office. Ability to identify and take appropriate action on problems with court documents, fiscal accounts, and court records.

Considerable knowledge of the fiscal policies of the Trial Court and the requirements for court compliance.

Working knowledge of the procedures related to all of the cases processed by the office.

Working knowledge of word processing software used by the court and the ability to use such software to prepare memoranda , letters, correspondence, etc...

Ability to work independently and exercise some supervision over entry level staff.

ENTRY LEVEL SALARY:

Completed Trial Court Application for Employment should be forwarded to:

Trial Court Applications for Employment are available at all court locations and at the Administrative Office.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER